

**ALABAMA DEPARTMENT OF HUMAN RESOURCES
CHILD ABUSE / NEGLECT (CA/N) CENTRAL REGISTRY CLEARANCE**

PRINT OR TYPE in black or blue ink. Additional information regarding the CA/N Central Registry is on the back of this form.

**** See instructions for the address to use when submitting this form. ****

Requesting Person or Agency/Organization	Check All That Apply
Mailing Address	<input type="checkbox"/> Child Placing Agency
	<input type="checkbox"/> Residential Child Care Facility
	<input type="checkbox"/> Child Day / Night Care Center
Telephone Number ()	<input type="checkbox"/> Family Day / Night Care Home
PRINT Requestor's Name	<input type="checkbox"/> Exempt Child Day Care Center
Requestor Signature _____ Date _____	<input type="checkbox"/> Medicaid Rehab. Provider DHR Vendor
Witness Signature _____ Date _____	<input type="checkbox"/> Other (Please Specify) _____

The person whose name and identifying information, printed or typed below, will provide **unsupervised care and supervision of children** as an ☐ employee ☐ volunteer ☐ other. This person's specific job/role is or will be:

Name _____ Sex ☐ Male ☐ Female Race _____ DOB ____/____/____
Last First Middle

Current Mailing Address _____

Alias, Maiden & Prior Married Name(s) _____

Name & DOB of Spouse & Former Spouse(s) _____

Name & DOB of Children / Stepchildren _____

Alabama counties where person has lived and/or worked _____

Attach additional pages as needed to provide all information requested above.

To be completed by person being cleared

I authorize the Alabama Department of Human Resources to release information contained in the Child Abuse / Neglect Central Registry about me to the above named person/agency/organization. I hereby waive any right to any review or hearing to which I may otherwise be entitled. I further release the Department of Human Resources, its officers, and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature _____ Date _____ Signature of Witness _____ Date _____

To be completed by DHR

A search of the Alabama Child Abuse / Neglect Central Registry has been completed with the information provided to determine if the person identified above has been named as being responsible for child abuse or neglect in Alabama. DHR releases only that information which is necessary to discover or prevent child abuse / neglect.

☐ Substantiated report (i.e., indicated) located. See attached information.

Type Report: ☐ Physical Abuse ☐ Neglect ☐ Sexual Abuse ☐ Mental Abuse / Neglect

☐ No report or no substantiated (i.e., indicated) report located.

☐ Request Denied _____

☐ Other _____

Office of Child Protective Services

Date Completed

Employers or potential employers may request clearances and receive information on persons who, as employees (paid or volunteer), will provide unsupervised care and supervision of children. Licensed child-placing agencies may also receive information on persons applying to adopt or operate a foster family home.

Information contained in the Child Abuse/Neglect Central Registry is confidential and may be shared only for the purpose of discovering or preventing abuse or neglect. Any other use of this information may constitute a misdemeanor and be punishable by law.

Child care facilities licensed by the Department of Human Resources (DHR) are bound by the confidentiality provision of the Child Care Act, Code of Alabama, 1975, Section 38-7-13.

The use of any information shared by DHR with a governmental agency is bound by the same confidentiality provision, Code of Alabama, 1975, Section 38-2-6 (8), under which DHR operates.

Requests for information made by any other private agency or person will be review on a case-by-case basis and may require a signed written agreement for information to be shared.

Child Abuse/Neglect Central Registry clearances are conducted using identifying information (e.g., name, age, sex ethnicity) and not unique identifiers (e.g., social security number, fingerprints). Therefore, DHR cannot ensure that the information provided relates to the person for whom the clearance is requested.